

ADMINISTRATIVE - INTERNAL USE ONLY

85-3437/1

JD/A REGISTRY

FILE: 1-2

MEMORANDUM FOR: Executive Director
Director, Intelligence Community Staff
Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and Technology
Chairman, National Intelligence Council
General Counsel
Inspector General
Comptroller
Director, Office of Legislative Liaison
Director, Public Affairs Office
Executive Secretary
Administrative Officer, ODCI

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Annual Circulation of Handbook of
Required Regulatory Readings

STAT

STAT

1. The Handbook of Required Regulatory Readings, copies of which are held by all components, must be circulated annually in October to all Agency employees. The current edition, issued 5 October 1982 (with subsequent modifications), contains information with which all Agency personnel must be familiar in carrying out their duties and responsibilities. Each employee therefore is required to read the handbook annually and certify that he or she has done so.

2. Please ensure that all supervisors undertake the necessary action to have all employees for whom they are responsible read the material in the handbook and certify that they have done so by signing their full names on a routing sheet attached by the supervisor to the handbook. Supervisors will retain the signed routing sheet as a record of employee compliance.

STAT

3. A further revision of reflecting a change in style and organization, is currently in the process of Agency-wide coordination but will not be published by the end of October. However, the essential policy set forth in the edition that will be circulated for review by all personnel remains in effect.

/s/ Harry E. Fitzwater

Harry E. Fitzwater

SUBJECT: Annual Circulation of [] Handbook of Required
Regulatory Readings

STAT

RPI [] (4 October 85)

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Distribution:

Orig - DDA
1 - Each Addressee
1 - DDA Chrono
1 - DDA Subject
1 - RPD Chrono

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FROM:		
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ADMINISTRATIVE - INTERNAL USE ONLY

DD
85-34379 OCT
1985FILE: 1-2

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Information Services
Director of Information Technology
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training and Education

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